

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 20, 2022, 4:00 p.m.

PRESENT: Jeanne Holihan, Carl Kennebrew, Margot Merz, Ronald Jackson, Sara Woodhull, Elaine Johnson, Nolan Thomas

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Merz, seconded by Ms. Johnson, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Jackson, the minutes of the Board meeting of March 16, 2022 were approved by the Board.

Ayes: Mr. Jackson, Ms. Merz, Mr. Thomas, Ms. Holihan, Mr. Kennebrew, Ms. Johnson  
Abstained: Ms. Woodhull  
Nays: None

## EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code to discuss employment of public employees.

Ms. Merz made a motion for the Board to enter into Executive Session, Ms. Holihan seconded.

A roll call vote was taken as follows:

Ms. Holihan, Aye  
Mr. Kennebrew, Aye  
Ms. Johnson, Aye  
Ms. Merz, Aye  
Ms. Woodhull, Aye  
Mr. Thomas, Aye  
Mr. Jackson, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 4:02 p.m. and returned to open session at 4:27 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code.

## CONSENT AGENDA

On a motion by Ms. Woodhull, seconded by Ms. Merz, the following items from the Consent Agenda were approved by the Board:

### WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Linda Lewis, Children Services Librarian, New Lebanon Branch Library, Miriam J. Adams, Children Services Librarian, West Branch Library, Gina Detate, Children Services Librarian, West Carrollton Branch Library, and Nawal Hijazi, Information Services Assistant, West Carrollton Branch Library, to participate in “Summer Storytime Starters” webinar being sponsored by SWON on April 5, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Teresa Adkins, Patron Services Assistant, Vandalia Branch Library, Angela Jones, Assistant Branch Library Manager, Vandalia Branch Library, Melinda Pigg, Patron Services Assistant, New Lebanon Branch Library, and Alexis Whitney, Information

Services Assistant, Brookville Branch Library to participate in the “Growing a Seed Library” webinar sponsored by SWON on March 18, 2022. It is further recommended that registration in the amount of \$5.00 each be reimbursed by the Board.

Margaret Steward, Assistant Branch Library Manager, Huber Heights Branch Library and Jason Long, Assistant Branch Library Manager, Northmont Branch Library to attend “Library Management & Leadership Conference” being held in Mason, Ohio on May 20, 2022. It is further recommended that registration in the amount of \$135.00 each be reimbursed by the Board.

Tonya Cross, Information Services Assistant, Main Youth Services Department to participate in the “Services to Families Experiencing Homelessness” webinar sponsored by UW – Madison on April 6, 2022 through April 13, 2022. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Caitlin Wissler, Staff Development Manager, Human Resources Department to participate in the “Re-Engaging Your Patrons and Community Post-Pandemic” webinar sponsored by ALA on April 12, 2022. It is further recommended that registration in the amount of \$115.34 be reimbursed by the Board.

Allison Knight, Youth Services Director, Youth Services Department and Karlos L. Marshal, Equity, Diversity and Inclusion Director, to attend “ALA Annual Conference” being held in Washington, DC on June 23, 2022 through June 28, 2022. It is further recommended that registration in the amount of \$380.00 each, airfare in an amount not to exceed \$495.00 each, ground transportation in an amount not to exceed \$40.00 each, lodging in an amount not to exceed 960.00 each and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend “Society of Ohio Archives Annual Meeting: Archives and Sustainability” being held in Columbus, Ohio, on May 20, 2022. It is further recommended that registration in the amount of \$65.00, ground transportation in an amount not to exceed \$83.07 and parking not to exceed \$10.00 be reimbursed by the board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Society of Ohio Archives Annual Meeting: Archives and Sustainability” being held in Columbus, Ohio, on May 20, 2022. It is further recommended that registration in the amount of \$45.00, ground transportation in an amount not to exceed \$83.07 and parking not to exceed \$10.00 be reimbursed by the board.

Rachael Bussert, Local History Librarian, Special Collections, to attend the “Introduction to AV Preservation” webinar sponsored by Library Juice Academy on June 6, 2022 through July 3, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Introduction to Metadata” webinar sponsored by Library Juice Academy on June 6, 2022 through July 3, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Arrangement and Description of Archival Collections” webinar sponsored by Library Juice Academy on May 2, 2022 through May 29, 2022. It is further recommended that registration in the amount of \$200.00 be reimbursed by the board.

Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, to attend “ALA Annual: The Digital Experience” webinar sponsored by ALA on June 23, 2022 through August 31, 2022. It is further recommended that registration in the amount of \$250.00 be reimbursed by the board.

Ben Steingass, Information Services Assistant, New Lebanon Branch Library, to attend the “Understanding Fair Use During the Pandemic” webinar sponsored by ALA on April 13, 2022. It is further recommended that registration in the amount of \$79.00 be reimbursed by the board.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### APPOINTMENTS

Roland Gonzales, Human Resources and Organizational Development Director, full-time, Grade S12, Human Resources Department, Main Library, effective March 27, 2022 at the rate of \$69.71 per hour.

David Rose, Information Services Librarian, 3/5 time, Grade 11, New Lebanon Branch Library, effective April 10, 2022 at the rate of \$23.79 per hour.

Terri Shouse, Information Services Librarian, substitute, Grade Sub11, Kettering-Moraine Branch Library, effective March 27, 2022 at the rate of \$18.11 per hour.

Kaelyn Townsend, Patron Services Assistant, full-time, Grade 05, West Branch Library, effective April 10, 2022 at the rate of \$15.18 per hour.

Tabitha Perry, Accounting Clerk, full-time, Grade 05, Finance Department, Main Library, effective March 27, 2022 at the rate of \$15.18 per hour.

#### LEAVE WITHOUT PAY

Aleshia Burt, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective March 3, 2022 for 3.32 hours for illness.

Blanca Lopez, Information Services Assistant, full-time, Grade 08, West Branch Library, effective April 12, 2022 for 56 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective February 28, 2022 for 28.28 hours for personal reasons.

Christina Alford, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective March 14, 2022 for 39.6 hours for personal reasons.

Stephen Ginocchio, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective March 23, 2022 for .18 hours for illness.

Ann Riegle-Crichton, Workforce Development Manager, full-time, Information Services Department, Main Library, effective June 9, 2022 for 40 hours for vacation.

#### PROMOTION

Anne Jansen, Senior Patron Services Assistant, full-time, Grade 06, Miami Twp. Branch Library, from Patron Services Assistant, full-time, Grade 05, Miami Twp. Branch Library, effective April 10, 2022 at the rate of \$23.32 per hour.

LaToya Priest, Information Services Assistant, full-time, Grade 08, West Branch Library, from Patron Services Assistant, full-time, Grade 05, West Branch Library, effective April 10, 2022 at the rate of \$18.12 per hour.

#### PROMOTION, CHANGE IN LOCATION

Holly Litfin, Children Services Librarian, full-time, Youth Services, Grade 11, Main Library, from Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective May 8, 2022 at the rate of \$21.07 per hour.

Gilbert Rutledge, Executive Assistant, full-time, Executive Administration, Grade CE6, Main Library, from Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective April 24, 2022 at the rate of \$21.53 per hour.

#### RESIGNATION

Ashley Orr, Executive Assistant, full-time, Grade CE6, Administration, Main Library, effective March 25, 2022.

Ayes: Mr. Jackson, Ms. Merz, Mr. Thomas, Ms. Holihan, Mr. Kennebrew, Ms. Woodhull  
Nays: Ms. Johnson

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for March 2022 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b><u>Date</u></b>	<b><u>Source</u></b>	<b><u>Amount</u></b>	<b><u>Use in Operations</u></b>	<b><u>Investment</u></b>	<b><u>Where</u></b>
3/15/2022	PLF	1,355,566.99	355,566.99	1,000,000.00	Star Ohio
3/4/2022	RE Tax Advance	2,815,978.01	11,110.47	1,500,000.00	Star Ohio
				1,304,867.54	Debt Service
<b>Total</b>		<b>4,171,545.00</b>	<b>366,677.46</b>	<b>3,804,867.54</b>	

On a motion by Mr. Jackson, seconded by Ms. Johnson, the February 2022 Financial Report was approved by the Board.

Ayes: All  
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director introduced new staff members to the Board.

The Executive Director discussed the Pizza with the Police program, which was spearheaded by Heather McClure and Mike Pendleton of the Safety and Protective Services Office. Thus far, two highly successful events have taken place; one at Southeast and the other at Vandalia. Each program had more than one hundred attendees, and four police departments partnered with the initiative.

Holly Richards, Collection Development Director, provided an overview of the Library’s efforts to expand patron access to collections and resources in alignment with the Library’s Strategic Plan. E-resources have experienced considerable growth, and budgets have been adjusted accordingly. Ms. Richards also shared early results of the new Roku lending program, which are very positive, and connecting patrons to content that is only available through streaming. A review of the percentage of diverse titles in the collection has risen from 14% in September 2021 to 17% in January 2022. New Americans and the collections to support them have been a point of emphasis

beginning in May of 2021, which has led to the reorganization and prioritization of World Language Collections.

#### LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. The contract price for Huber Heights is now reflected in the updated budget. The Burkhardt Branch ribbon cutting and soft opening is scheduled for April 25, 2022, with a grand opening to follow when the parking lot is complete, sometime this summer. May 4, 2022 will be the community open house at the West branch, with the unveiling of the outdoor percussion play, and other special event activities, including a partner fair and UAS demonstrations from Sinclair's UAS training and certification center. Northmont's schedule has been delayed by approximately 30 day due to supply chain and delivery issues. The Huber Heights groundbreaking is scheduled for June 14, 2022. Burkhardt is 98% complete; Northmont is 40% complete, and Huber Heights is 7% complete.

#### CORRESPONDENCE

The Board received notice that Shannon T.L. Isom has been appointed to the Board effective June 1, 2022.

#### RESOLUTION HONORING DR. MARGARET E PETERS

On a motion by Ms. Holihan, seconded by Ms. Johnson, the Board approved the following resolution:

WHEREAS, Dr. Margaret E. Peters' lifelong work was grounded in African-American history and her publications included *The Ebony Book of Black Achievement* and *Dayton's African American Heritage*; and

WHEREAS, Dr. Peters, as an educator with the Dayton Public Schools, Central State University and Sinclair Community College created curriculum for the study of African-American history, still used to this day; and

WHEREAS, Dr. Peters has served as President and President Emerita of the Paul Laurence Dunbar Branch of the Association for the Studies of African-American Life and History, promoting the study of African-American history throughout the Dayton region; and

WHEREAS, Dr. Peters excellence in teaching and scholarship has been honored by awards from the National Council of Negro Women, the University of Dayton, the National Education Association, the Southern Christian Leadership Conference; her induction into the Dayton Walk of Fame; culminating in her honorary Doctor of Humane Letters degree by Wright State University, indicate her extraordinary influence on the research, teaching and writing about Black History; and

WHEREAS, Dr. Peters, because of her constructive activism in the movements for peace and for civil rights for all people." was named a "Peace Hero" by the Dayton Peace Museum; and

FURTHER, that Dr. Peters, a legendary figure in Dayton for her extraordinary influence in the study of Dayton's African American history, following her passing in April 1, 2022, has ensured the continuance of the study of Black History in Dayton by the donation of her papers to the Special Collections of the Dayton Metro Library.

Therefore, be it resolved on this 20th day of April 2022 that the Board of Trustees of Dayton Metro Library formally commends and gratefully acknowledges the memory and accomplishments of Dr. Margaret E. Peters, for her lasting contributions to the study of Dayton's African American history.

Ayes: All  
Nays: None

#### SALE OF FORMER WESTWOOD BRANCH LIBRARY

On March 15, 2022, the Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 3207 Hoover Ave., Dayton, OH, formerly the Westwood Branch Library, to Lewis B. Robinson for the price of \$95,000.

The Executive Director recommends the Board authorize Fiscal Officer Christina Sanders to execute all necessary documents to sell and convey the property and building located at 3207 Hoover Ave., Dayton, OH, formerly the Westwood Branch Library, currently owned by the Library to Lewis B. Robinson for the price of \$95,000 and further authorizes the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

On a motion by Mr. Kennebrew, seconded by Mr. Jackson, the board approved the above recommendation.

Ayes: All  
Nays: None

**No. 2022-007**

#### NEW BUSINESS

Mr. Jackson commended the Library's recent Poetry Slam event.

Ms. Holihan proposed the creation of an ad-hoc Finance Committee. Ms. Holihan, Mr. Jackson and Mr. Thomas volunteered to join this committee.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 18, 2022 at 4:00 p.m. in the Community Room at the Main Library.

#### ADJOURNMENT



On a motion by Ms. Merz, seconded by Ms. Johnson, the Board adjourned at 5:08 p.m.

Ayes: All

Nays: None